

23 JULY 2001

Flying Operations



**PARACHUTE STANDARDIZATION AND
EVALUATION PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 11-4, *Aviation Service*. It establishes and defines the standardization and evaluation (stan/eval) program for all military parachutists assigned or attached within AETC. This general publication describes the organizational structure, policies, and administrative procedures for stan/eval functions at each level of command. Criteria for military parachutists are contained in separate publications. Submit all supplements to this instruction to HQ AETC/DOO for coordination before implementation. Air Force specialties governed by this instruction must follow all directives outlined in their respective Air Force level stan/eval programs. See **Attachment 1** for a glossary of references and supporting information used in this publication. Submit waiver requests to AETC/DOO, 1 F Street, Suite 2, Randolph AFB TX 78150-4325, for consideration, review, and approval. Submit suggested improvements to this instruction on AF Form 847, **Recommendation for Change of Publication**, through stan/eval channels, to HQ AETC/DOO, 1 F Street Suite 2, Randolph AFB TX 78150-4325. This publication does not apply to Air National Guard or Air Force Reserve Command units.

Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4).

1. General. The provisions of this instruction apply to commanders, military parachutists (including civilians that are required to conduct military parachute operations as part of their official duties), supervisors, personnel performing the duties of, or instructing, military parachutists assigned or attached to Air Education and Training Command.

1.1. The overall objective of the parachutists stan/eval program is to standardize personnel parachute procedures and to provide commanders and operations staff meaningful indicators reflecting individual and overall unit effectiveness to perform the unit mission. It provides guidance, direction, and quality assurance indicators for qualified individuals to safely maintain minimum military parachute

operation's proficiency within AETC. This program defines recurring evaluation requirements designed to ensure safe operations and is not intended to drive proficiency levels.

1.2. Numbered Air Force (NAF), direct reporting units (DRU) or groups may supplement this instruction. Forward all supplements to this instruction through channels to HQ AETC/DOO for approval. Supplements will not contain procedures that are contrary or less restrictive than those in this publication. Commanders and supervisors should use supplements, operating instructions, and local policy directives to guide curriculum-driven evaluator qualification proficiency levels. This program emphasizes the requirements defined in the Air Force on-the-job-training (OJT) system to ensure all primary skills are evaluated on a recurring basis, regardless of whether or not these skills are necessary for current instructor duties.

1.3. Specific objectives are to:

1.3.1. Participate in development, standardization, and revision of operational procedures for parachute employment.

1.3.2. Coordinate the development of standardized task oriented criteria.

1.3.3. Assess unit effectiveness and compliance with operational directives and procedures.

1.3.4. Provide a system to assess individual proficiency and capability to accomplish assigned parachute duties.

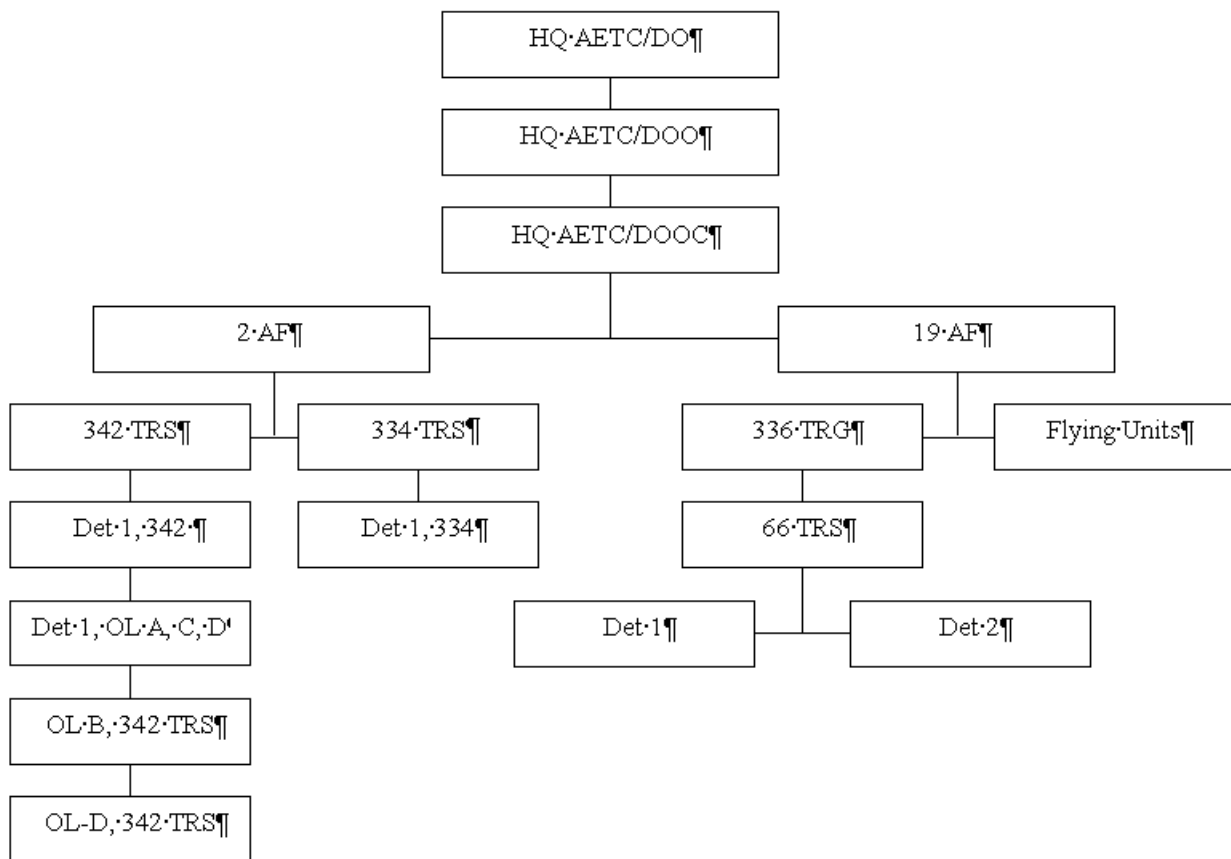
1.3.5. Enhance parachute operations safety.

1.4. HQ AETC/DOO will serve as the MAJCOM office of primary responsibility (OPR) with waiver authority for all waiver requests to this instruction. Submit all waiver requests in writing through the NAF. NAF will coordinate for approval or disapproval of the waiver request within 10 duty days after receipt and forward to HQ AETC/DOO in writing.

2. Pyramid Evaluation System. HQ AETC/DOO will provide overall management of the AETC personnel parachute stan/eval program and will implement the program as outlined in this instruction. HQ AETC/DOOC will serve as OPR. Manpower authorizations allocated to AETC parachutists are limited, and therefore not represented at every level of the command chain.

2.1. **Figure 1.** represents the pyramid evaluation process for parachutists within AETC. Each unit directly below HQ AETC/DOOC, for the purposes of this chart (see **Figure 1.**), must have a personnel parachute program manager (PPPM), unit stan/eval monitor appointed, or a designated representative at the squadron level. NAFs will have an assigned PPPM qualified in both static line and freefall parachuting/jumpmaster procedures. The AETC instructors at Operating Location (OL) -B, 342 TRS (U.S. Army Airborne School) and OL-D, 342 TRS (U.S. Army Military Freefall School) will adhere to program directives defined by the U.S. Army, and applicable memorandums of understanding (MOU) when conducting duties as instructors. This instruction applies when conducting unilateral Air Force training.

Figure 1. Pyramid Evaluation Chart.



2.2. HQ AETC/DOO Evaluators. HQ AETC/DOO evaluators will:

- 2.2.1. Serve as the AETC PPPM.
- 2.2.2. Administer the command parachute stan/eval program.
- 2.2.3. Be formally appointed by HQ AETC/DOO in writing.
- 2.2.4. Receive training from an Air Force task certifier course, and be documented in member's AF Form 623, **Individual Training Record**.
- 2.2.5. Receive their evaluations from other AETC NAF evaluators, or the next lowest level of examiner.
- 2.2.6. Assist with formal/informal staff assistance visits ensuring compliance with guidance.
- 2.2.7. Serve as OPR for this instruction.
- 2.2.8. Comply with AFMAN 36-2247, *Planning, Conducting, Administering, and Evaluating Training*.
- 2.2.9. Review and consolidate afteraction report (AAR) data received from units, and disseminate semiannually to all organizations.
- 2.2.10. Identify both positive and negative trends in the parachute stan/eval program, and provide HQ AETC/DO and units recommendations on how to improve the process.

2.2.11. Maintain a cross-tell information system with other services, Air Force, and other MAJ-COMs for the most current information regarding safety, procedures and equipment, and forward this information to subordinate units.

2.2.12. Provide units with the most current list of publications, directives, policies, checklists, and information regarding parachute operations.

2.2.13. Augment the AETC inspector general (IG) team during operational readiness inspections (ORI), as required.

2.3. NAF Responsibilities. Appoint, in writing, a PPPM or evaluator to serve as the commander's focal point, ensuring all units within the command have a viable stan/eval program. The NAF PPPM or evaluator must:

2.3.1. Be highly skilled in both static line and military freefall parachute operations, and maintain a high level of proficiency. Highly skilled is defined as having attained both static line and military freefall jumpmaster ratings, and have been on operational jump status for at least one consecutive three year period. Additionally the member will have at least a craftsman/seven skill level in their primary Air Force specialty code (AFSC).

2.3.2. Be current as a static line/military free fall jumpmaster to evaluate jumpmaster-qualified personnel.

2.3.3. Meet qualifications in accordance with AFI 36-2201, *Developing, Managing, and Conducting Training*, as a trainer and/or certifier.

2.3.4. Be evaluated every 17 months.

2.3.5. Ensure units are in compliance with this instruction, AFI 11-410, *Personnel Parachute Operations* and all applicable supplements, AFI 36-2201, and AFMAN 36-2247, *Planning, Conducting, Administering, and Evaluating Training*.

2.3.6. Conduct recurring parachute evaluations (RPEs) on all unit/squadron PPPM and stan/eval monitors.

2.3.7. Provide assistance, when requested, to unit/squadron PPPM and stan/eval monitors.

2.3.8. Coordinate with HQ AETC PPPM on most current information regarding safe military parachute operations. Disseminate pertinent information to units.

2.3.9. Analyze evaluation data at least semiannually for adverse trends, and recommend corrective action to the commander and HQ AETC/DOO.

2.3.10. Use short notice spot inspections to evaluate effectiveness of unit programs.

2.4. Unit Responsibilities . Same as paragraphs [2.3.2.](#) through [2.3.5.](#) Appoint, in writing, one of the unit PPPMs as the Group PPPM.

2.5. Unit Stan/Eval Monitors. Unit Stan/Eval monitors will:

2.5.1. Be highly skilled in both static line and military freefall parachute operations, and maintain a high level of proficiency. Highly skilled is defined as having attained both static line and military freefall jumpmaster ratings, and have been on operational jump status for at least one consecutive three year period. Additionally the member will have at least a craftsman/seven skill level in their primary AFSC.

- 2.5.2. Be current as a static line/military free fall jumpmaster to evaluate jumpmaster-qualified personnel.
- 2.5.3. Meet qualifications in accordance with AFI 36-2201 as a trainer and/or certifier.
- 2.5.4. Be evaluated every 17 months.
- 2.5.5. Ensure units are in compliance with this instruction, AFI 11-410, and all applicable supplements, AFI 36-2201, and AFMAN 36-2247.
- 2.5.6. Serve as certifying official on AF Form 1098, **Special Task Certification and Recurring Training**, column c, for all evaluations conducted on unit personnel.
- 2.5.7. Inform commander of factors adversely affecting safe military parachutist operations, and recommend corrective action.
- 2.5.8. Analyze evaluation data at least semiannually for adverse trends, and recommend corrective action to the commander and 2 AF/DOV.
- 2.5.9. Ensure compliance with governing directive on Air Force OJT documentation and procedures (AFMAN 36-2247 and AFI 36-2201).

3. Evaluations. Recurring evaluations help to ensure that parachutists within AETC are trained to conduct military parachute operations safely and effectively. Evaluations should focus on safety using established procedures, checklists, and directives. Evaluate the individual while performing their highest parachutist rating level (for example, military freefall (MFF) jumper, MFF Jumpmaster). The evaluator may act as a “trainee” for the purposes of the evaluation. All evaluations are graded pass/fail. Individuals qualified to perform both MFF and static line jumps should perform an MFF parachute deployment if weather and air assets are suitable at the time of the scheduled evaluation. If dual qualified, every attempt will be made to alternate type of jump (MFF and static line) evaluated (not applicable for re-qualification evaluations). In no case will the same type jump be evaluated on three consecutive recurring evaluations.

3.1. Initial Evaluation. All newly assigned personnel must receive an initial evaluation prior to performing parachute operations without trainer/evaluator supervision. Accomplish this within 60 days of arrival. The initial evaluation requirements are the same as for the recurring parachute evaluation (RPE) in paragraph **3.1.1.**

3.1.1. Recurring Parachute Evaluation (RPE). RPEs are administered every 17 months after the individual receives his/her initial parachute evaluation. The 17-month qualification period begins at the end of the month in which the initial evaluation was accomplished and at the end of the month for each subsequent RPE. The eligibility period begins the first day of the fifth month prior to the end of the qualification period (for example, initial evaluation accomplished 10 Jan 01, RPE is due NLT 30 Jun 02 and eligibility window begins on 1 Jan 02). An RPE consists of a records review, emergency procedures evaluation in a hanging harness, and parachute deployment. Accomplish the records review and hanging harness exercise before the parachute deployment.

3.1.1.1. Conduct the suspended harness emergency procedures exercise in a harness similar to each parachute system used (for example, MC-4, Vector, B-22Z, etc.). The exercise will focus on proper execution of parachutist emergency procedures and should be a review of all emergency procedures “in the air.” Document this review in the individual’s AF Form 623 on AF Form 1098. NAFs will submit evaluation criteria and standards to HQ AETC/DOO for review

prior to implementing. This will allow specific parachute systems to be addressed by the using units.

3.1.1.2. The records review must be completed prior to deployment, and should not be accomplished more than 1 week before the jump. The evaluator will review pertinent documentation relating to the individual's capability to conduct safe parachute deployment procedures. A records review must be accomplished for all parachute evaluations prior to actual deployment (including a short notice spot evaluation). As a minimum review the following:

3.1.1.2.1. The evaluator will ensure that the individual jump record folder (JRF) is current and qualified using AF Form 922, **Individual Jump Record**, and the file contents on the left side of the JRF complies with AFI 11-410, *Personnel Parachute Operations*.

3.1.1.2.2. The evaluator will ensure the individual is current and qualified by reviewing AF Form 803, **Report of Task Evaluation**, and AF Form 1098.

3.1.1.2.3. Publications, directives, and checklists necessary to perform safe parachute operations must be current.

3.2. Parachute Deployment. The deployment phase will consist of a mission briefing, to include an operational risk management (ORM) assessment, equipment preparation, aircraft deployment, and mission debriefing.

3.3. Short Notice Spot Evaluations. The unbiased, random, and systematic use of spot evaluations is a means of providing feedback to commanders on the effectiveness of the parachute stan/eval program. They are not the only means of determining its effectiveness, but when used consistently, are a valuable tool for ensuring a safe and competent parachute operations training and evaluation program.

3.3.1. A qualified evaluator may administer spot evaluations during any parachute deployment. Personnel receiving spot evaluations must be notified of the evaluation prior to the start of the mission briefing.

3.3.2. Spot evaluations may count as RPEs as long as they're administered within the member's eligibility period, and all the requirements of the RPE are met. Areas found to be substandard will result in decertification of the appropriate task. Accomplish and document appropriate training to resolve deficiencies noted during the evaluation prior to conducting a followup evaluation for task certification.

3.3.3. Inform commanders of the results of all short notice spot evaluations.

3.4. Requalification Evaluation. Individuals who fail an evaluation require at least one training session addressing the areas failed during the evaluation, and need to be recommended by a qualified trainer prior to the requalification evaluation. Conduct requalification evaluations within 30 days of evaluation failure. Document the training and recommendation in AF Form 623 (the requirements are the same as for the RPE). Failures of a requalification evaluation may require review board action.

3.5. Administration of Evaluations. A sound and practical evaluation program is a prerequisite for effective evaluation. Evaluators must have the judgment necessary to meet unexpected or induced emergencies, and the ability to exercise judgment through mature realization of their own and their trainees' limitations. An evaluator's familiarity with the concepts of safe parachute deployments and sound judgment are critical factors to proper assessment of performance. Use AETC Form 22, **Parachutist Evaluation Worksheet** ([Attachment 2](#)), to administer all parachutist evaluations.

3.5.1. Grading. Pass/Fail.

3.5.2. Substandard Performance:

3.5.2.1. Minor Infractions. The evaluator will discuss and correct minor procedural violations that do not jeopardize safety during the debriefing.

3.5.2.2. Compromised Safety. When the evaluator determines that safety has been compromised, or about to be compromised, he or she will immediately cease all operations. The evaluator, using sound judgment and ORM principles, may either assume the duties of the individual being evaluated and continue the mission, thoroughly critique the individual and allow the mission to continue, or cancel the deployment. A safety compromise will result in the individual being decertified from any further jumps until a requalification evaluation is given. For dual qualified jumpers the evaluator will determine if the infraction warrants decertification for both types of qualifications, and will document appropriate recommendations on the AF Form 803 and in the individual's AF Form 623 as appropriate.

3.5.3. Evaluations resulting in task decertification must be in compliance with AF OJT guidance.

3.5.4. Evaluators will not evaluate personnel they have trained unless no other option exists.

3.5.5. Evaluations will not be changed to a training mission and a training mission will not be changed to an evaluation after the start of the mission briefing.

3.6. Evaluation Briefings. Evaluators will ensure the examinee understands the parameters of the evaluation prior to the start of the evaluation.

3.7. Evaluation Debriefings. The evaluation debriefing may be the most important phase of the evaluation process. It provides a forum for potential learning and/or reinforcing the concept of safe parachute operations. Conducting a proper debrief allows maximum benefit from the information collected and may be used to identify excellence or deficiencies in the parachute training segment.

3.7.1. Evaluators should take notes during the evaluation process (except, of course, during actual aircraft deployment) to enhance the debriefing.

3.7.2. The evaluator should review these notes and proceed chronologically through the events of the evaluation relating all aspects, whether positive or negative.

3.7.3. The evaluator must reinforce the positive aspects and professionally critique the negative aspects, offering corrective action, as necessary.

3.7.4. The examinee must be afforded an opportunity to contribute his/her comments, observations, and recommendations.

3.7.5. Key unit personnel should attend as many evaluation debriefings as schedule permits.

3.7.6. The debriefing is not complete until the evaluation is properly documented in the individual's AF Form 623 and the AAR is completed.

3.8. Documentation Procedures. Documentation is a performance indicator not only of the trainee, but the parachute stan/eval program as a whole. Concise and factual documentation provides a history of tasks accomplished and the conditions in which they were accomplished. Improper or sloppy documentation results in a poor or incomplete picture of the individual, and should not be tolerated. In the event an individual is not required to maintain AF Form 623 (officers, master sergeant and above),

maintain a locally developed JRF for purposes of this instruction. Refer to AFMAN 36-2247 for more guidance on the use of these forms and their documentation.

3.8.1. AF Form 623. The AF Form 623 maintains basic source documents to provide a current history of each jumper's qualifications. An AF Form 623 is established for each individual assigned to the unit, and must be maintained in accordance with published guidance. Maintain AF Form 623 in a location readily accessible to supervisors, trainers, evaluators, and the individual members.

3.8.2. AF Form 803. The AF Form 803 is used to record an evaluation in brief and concise statements, and is maintained in the individual's AF Form 623. All entries must be legible, and initialed by the trainee and evaluator in order to be considered valid. Self-explanatory blocks are not addressed. When additional comments are required, they are referenced and filed with the original AF Form 803 on an AF Form 623a, **On-the-Job Training Record Continuation Sheet**.

3.8.2.1. Job Qualification Standard Task Items Evaluated. Write in the appropriate type of evaluation (initial, RPE, requalification, or spot) reference, if applicable, and task evaluated.

3.8.2.2. Remarks. Fill in a concise and factual history of tasks accomplished, and the conditions in which they were accomplished. Annotate results of the evaluation (mission ready/non-mission ready). Trainee and supervisor both initial in the remarks section.

3.8.2.3. Unsatisfactory Performance. A trainer or evaluator who is decertified will not perform those duties until additional training or a requalification evaluation is successfully completed as appropriate.

3.8.3. AF Form 623a. The AF Form 623a is used to expand upon comments logged on the AF Form 803. Use the AF Form 623a for recommendations and explanation of restrictions, recommendations for review board action, and to record positive performance as well as negative. The evaluator and trainee's initials must be recorded after comments in order for the comments to be considered valid.

3.8.4. AF Form 1098. This form consolidates the status and history of qualifications, examinations, and training of a critical or recurring nature where key personnel can readily review them (see [Figure 2.](#)).

Figure 2. AF Form 1098 Entries.

Column A-Enter the selected special task training or evaluation (initial, requalification, or spot).
Column B-Enter completion date of the evaluation or special training or written exam.
Column C-The certifying official's signature completes the documentation and indicates the individual's qualification to perform parachute operations without direct supervision.
Column D-Trainee initials.
Column E-Pass or fail for evaluation.
Column F-Enter P (practical) for evaluation. When the entry pertains to training, enter C for classroom, P for practical, and SS for self-study.
Column G-Enter due date of next evaluation.

3.8.5. AF Form 922 in JRF. In remarks write RPE/P for passed, and RPE/F for failed parachute evaluations. Indicate whether evaluation is initial, recurring, or spot in remarks section. This does not replace the requirement for base HOSM to maintain a JRF that includes AF Forms 922 and Air Force Operational Resource Management System data.

3.8.6. In the event a scheduled evaluation is planned, briefed, and flown to a weather or equipment cancellation, grade the evaluation as a partial evaluation. Conduct a spot or another planned evaluation within 30 days to include all areas missed. If unable to conduct the evaluation within 30 days, reaccomplish a complete evaluation.

4. General. An afteraction review is a method of conducting continuous evaluation and improvement to equipment and procedures. It must be considered a way of life in the unit. An AAR is the basis for commanders and unit stan/eval monitors to assess their unit parachute training capability. The AAR is used to provide feedback, and solicit ideas to improve safety during parachute operations. Commanders will ensure AARs are maintained in a read file that will be reviewed by each jumper prior to parachute operations. Units will develop a method of ensuring this review has been accomplished prior to the mission briefing. All newly assigned jump qualified personnel will review the previous 12-month's AARs. Document the initial review in the individual's AF Form 623. See [Attachment 3](#) for sample AAR.

4.1. The AAR. The AAR consists of three parts:

4.1.1. Event Description. Include desired objectives/goals.

4.1.2. Narration. Describe actual events and accomplishments.

4.1.3. Conclusions. Recommended improvement areas.

4.2. AAR Cross-Tell. To enhance unit effectiveness and continually improve training, headquarters use feedback from subordinate unit's AAR to distribute cross-tell. This allows adjustments in resources, personnel, training methods, and can be used to refine mission and standardize equipment and procedures among the instructor force.

4.2.1. Unit training monitors will consolidate lessons learned from AARs semiannually, and up-channel reports to respective groups, NAF, and HQ AETC/DOO.

4.2.2. HQ AETC/DOO will consolidate reports and disseminate semiannually to all organizations.

5. Unit Level Consolidated Report Format. Unit reports consist of a discussion and recommendation for each of these three areas: trends, procedural improvement, and equipment improvement. Each trend and/or improvement should be discussed and a recommendation provided.

6. Forms Prescribed. AETC Form 22.

7. Forms Adopted. AF Forms 623, 623a, 803, 922, and 1098.

JOHN A. NEUBAUER, Colonel, USAF
Deputy Director of Operations

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 11-4, *Aviation Service*

AFI 11-410, *Personnel Parachute Operations*

AFI 36-2201, *Developing, Managing, and Conducting Training*

AFMAN 36-2247, *Planning, Conducting, Administering, and Evaluating Training*

Abbreviations and Acronyms

AAR —afteraction report

AFI —Air Force instruction

AFSC —Air Force specialty code

HOSM—Host Operations Systems Management

HQ —headquarters

IG —Inspector General

JOC —jump operations check

JRF —jump record folder

MAJCOM —major command

MFF —military freefall

PPPM —personnel parachute program manager

OJT —on-the-job-training

ORI —operational readiness inspection

ORM —operational risk management

RPE —recurring parachute evaluation

Stan/Eval —standardization and evaluation

Terms

Certification —A formal indication of an individual's ability to perform a task to required standards.

Evaluator —An individual who assesses training and certifies qualifications or specific tasks.

Failure —When an individual fails an evaluation and is unable to satisfactorily complete any phase of an evaluation.

Initial Evaluation —An evaluation administered to personnel who have never been qualified IAW with this instruction and respective MAJCOM training directives.

OJT —Individual training in designated job skills provided to individual members when serving in job positions in operational units. (AFDD 1-2)

Qualification Expiration —The date qualification expires, normally the last day of the month (17 months from the last successful evaluation).

Recurring Parachute Evaluation —An evaluation administered within a specified period of time on a recurring basis (for example, every 17 months).

Requalification Evaluation —An evaluation required due to an unsatisfactory rating on a previous evaluation or evaluation expiration.

Short Notice Spot Evaluation —An evaluation given as a quality control measure to evaluate members on specific tasks or qualifications, but not to satisfy a recurring evaluation requirement.

Standard —An exact value, physical entity or abstract concept that authority, custom, or common consent sets up and defines to serve as a reference, model, or rule in measuring qualities or quantities, developing practices or procedures, or evaluation results. A fixed quality or quantity.

Tasks, Conditions, and Standards —A method of evaluating performance. Defines a specific task to be accomplished, the conditions the task is to be accomplished under, and the standard that is to be met for the task.

Trainee —An individual who is undergoing training.

Trainer —A trained and qualified person who teaches others to perform specific tasks.

Unit Stan/Eval Monitor —An individual appointed by the commander to oversee the standards and evaluation program.

Attachment 2

SAMPLE AETC FORM 22

PARACHUTIST EVALUATION WORKSHEET					
NAME OF PARACHUTIST <i>(Last, First, Middle Initial)</i>			GRADE	DATE	
Smedley, Joe W.			SSgt	20010701	
ORGANIZATION/LOCATION			AIRCRAFT TYPE		
Det 2, 342 TRS Anybase AFB, OK			C-130		
PURPOSE OF EVALUATION			JUMPMaster RATING		
<input type="checkbox"/> INITIAL <input type="checkbox"/> RECURRING <input checked="" type="checkbox"/> REQUAL <input type="checkbox"/> NO-NOTICE <input type="checkbox"/> SPOT <input type="checkbox"/> OTHER <i>(Specify)</i>			<input type="checkbox"/> STATIC LINE <input checked="" type="checkbox"/> FREEFALL <input type="checkbox"/> RAMZ <input type="checkbox"/> OTHER <i>(Specify)</i>		
TYPE PATTERN			JUMP TYPE		
<input checked="" type="checkbox"/> FIXED <input type="checkbox"/> MOVING TARGET <input type="checkbox"/> CROSSWIND			<input checked="" type="checkbox"/> FREE FALL <input type="checkbox"/> WATER <input type="checkbox"/> RAMZ <input type="checkbox"/> STATIC LINE <input type="checkbox"/> NIGHT <input type="checkbox"/> OTHER <i>(Specify)</i>		
NAME OF EVALUATOR <i>(Last, First, Middle Initial)</i>			GRADE	OFFICE SYMBOL	
Skyrock, Billy B.			MSgt	DO	
OVERALL RATING		RE-EVALUATION REQUIRED	ADDITIONAL TRAINING	RESTRICTIONS <i>(Explain in Comments)</i>	
P	F	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	DUE DATE	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
X					
COMMENTS					
Strong knowledge and execution during all phases of evaluation.					
TYPE EVALUATION/MINIMUM REQUIREMENTS					
QUALIFICATION/OPERATIONAL	SPECIAL MISSION		INSTRUCTOR/EXAMINER		
Q	No		N/A		

AETC FORM 22, 20010601 (EF-V1)

AREA/SUB-AREAS	P	F	N/O	REMARKS	AREA/SUB-AREAS	P	F	N/O	REMARKS
I GENERAL					IV JUMPMaster DUTIES				
1. MISSION PLANNING/BRIEFINGS	X				23. DROP ZONE EVALUATION/PROCEDURES	X			
2. EQUIPMENT INSPECTION	X				24. WIND DRIFT DETERMINATION	X			
3. EQUIPMENT TIEDOWN			X		25. EXIT POINT DETERMINATION	X			
4. AIRCRAFT INSPECTION	X				26. FIXED TARGET PROCEDURES	X			
5. USE OF CHECKLIST	X				27. MOVING TARGET PROCEDURES			X	
6. CREW COORDINATION	X				28. CROSSWIND PROCEDURES			X	
7. INTERPHONE PROCEDURES	X				29. NIGHT JUMP PROCEDURES			X	
8. ANTI-HIJACKING PROCEDURES	X				30. VISUAL/HAND SIGNAL	X			
9. JUDGMENT	X				31. JMPi	X			
10. SAFETY CONSCIOUSNESS	X				32. USE OF CHECKLISTS	X			
11.					33. JUMPMaster BRIEFINGS	X			
12.					34. SAFETY	X			
II EMERGENCY PROCEDURES					V SPECIAL MISSION RAMZ				
13. KNOWLEDGE OF EMERGENCY EQUIPMENT					35. RAMZ				
A. LOCATION	X				A. PREFLIGHT			X	
B. USE	X				B. PACKING/RIGGING PROCEDURES			X	
14. LIFE SUPPORT EQUIPMENT					C. WATER DEPLOYMENT OPERATION			X	
A. DONNING	X				D. EMERGENCY PROCEDURES			X	
B. KIT CONTENTS	X				36.				
15. TOWED JUMPER PROCEDURES			X		37.				
16. RESERVE PARACHUTE PROCEDURES	X				38.				
17. OTHER EMERGENCY PROCEDURES	X				VI INSTRUCTOR/FLIGHT EXAMINER				
18.					38. PREPARATION FOR FLIGHT			X	
19.					39. MISSION BRIEFING			X	
III PARACHUTE JUMP PERFORMANCE					40. INSTRUCTIONAL/EVALUATION ABILITY			X	
20. PREDEPLOYMENT EQUIPMENT PREPARATION	X				41. CRITIQUE			X	
21. PARACHUTE PROCEDURES					42. KNOWLEDGE OF PUBS & PROCEDURES			X	
A. DONNING	X				43. FORMS COMPLETION			X	
B. EXIT	X				44.				
C. DESCENT	X				45.				
D. LANDING	X				46.				
22.					47.				

AETC FORM 22, 20010601 (REVERSE) (EF-V1)

Attachment 3

SAMPLE AFTERACTION REPORT

Afteraction Review - Oct 99 Event - Team Employment Evaluation

Objective - Conduct Reconnaissance and Surveillance of Field 21.

On 30 Sep 99, an R&S training mission was performed at Field 21. Team composition included a combat control 7-level team leader, a combat control 5-level, a combat control 3-level in upgrade training, and a 5-level pararescueman. Objective of the mission was to assess the field for landing of fixed wing airlift establishment of a casualty collection point for follow-on operations. Insertion was night, combat equipment, 10,000 ft AGL MFF from MC-130H to Pino DZ. Team movement to the objective covered 10 kilometers over tropical scrub. Reconnaissance was by mechanical and electronic methods. Extraction was by MH-53. Total field time was approximately 72 hrs.

Narration - Inserting by MFF to a small DZ all personnel landed within a 25-meter radius and conducted a tactical gear recovery and turn-in. The entire insertion and MFF operation went smooth with full adherence to published guidelines and procedures. The jumpmaster did an admirable job of coordinating with the aircrew and ensuring all aircrew and jump team members knew the release point. The team rallied and began their overland movement. Although just out of school, the 3-level moved well with the team and used good patrolling techniques throughout the movement phase. However, one area of weakness, the 3-level did not turn around often enough for directions from the TL when assuming point. Actions at the OP were routine with good security. The video transmitter failed on day 2 stopping video feed, all subsequent information was sent back by still-photo. (Additional info can be requested by secure methods.)

Extraction was executed in a satisfactory manner.

Conclusions - Good planning and judgment were displayed throughout the exercise. All team members received quality training and provided good training to the 3-level and junior members. TM could have allowed more time for movement to the objective area. This is an important consideration when planning an operation. The TL must weigh the factors carefully when developing the plan. Individual on point must keep a constant watch to the front as well as to the rear.